

September 29, 2004

TO ALL CONSULTANTS:

RE: EOI Based Selection of Architectural Consultants
Order for Professional Services 2073
On-Call Architectural Services

The New Jersey Turnpike Authority (Authority) invites Expressions of Interest (EOIs) for professional services for "On-Call Architectural Services" from Architectural consultants. The term of this assignment shall be for a four-year term with an initial authorized amount of \$400,000 with an option for two one-year extensions of \$100,000 each at the discretion of the Executive Director.

Architectural Services (OPS No. 2073)

A060 Architecture: New Buildings

A061 Architecture: Renovations

A list of all Consultants currently prequalified and eligible to submit an EOI for the above referenced assignment is attached. Throughout this RFEOI the terms, "Consultant" and/or "Consulting Firm," shall mean the Consultant and its subconsultant(s) that jointly comprise the team to be used for this assignment.

In accordance with the Authority's current procedure, an RFEOI posting notification letter, which advises Consultants that the RFEOI has been posted on the Internet, will be sent to Consultants currently prequalified and eligible for this assignment.

The On-Call Architectural Services Consultants will be required to provide a variety of task oriented work assignments of various lengths and scope during the period of engagement, subject to the availability of funding allocated on a yearly basis. Tasks may be assigned from both the Turnpike Division and Parkway Division.

Scope of Services

During the course of the term of the assignment, the Authority expects to need a variety of professional architectural services and to be performed in a number of specialties on an "on-call" basis. The services comprising each of the individual task assignments often will need to be performed on short notice, and completed within a short time frame. The consultant must be willing to devote the necessary resources to satisfy the Authority's needs in this regard.

The work shall include design of selected toll buildings along the entire length of the Turnpike. Design shall include but not limited to concrete foundations, structural steel, masonry, electrical, plumbing, HVAC, fire protection systems, grading, drainage, asphalt and concrete pavement, retaining walls, landscaping and other items associated with design of this nature. The renovated or new facilities will utilize the Authority's current ETC technology.

Full Architectural services will be required to undertake this assignment. In general, these include the following: preparing complete construction contract documents; preparing environmental permits, preparing DCA permits; developing project schedules and cost estimates; shop drawing review; providing post design services including shop drawing review for construction contracts and other ancillary activities for the total performance of this assignment.

Construction supervision and inspection services may also be required for this project. All services shall be performed in accordance with the Authority's "Manual for Construction," dated June 1987, setting forth the general requirements for performing administrative and inspection work. The Authority has the right to amend the instructions contained in the manual at its sole discretion.

Upon notification of a need for services, the consultant will present a staffing proposal, an estimate of hours, direct expenses and associated cost. The notification will include a task description, and identify the material on hand in the Authority's files, which will be made available to the consultant. All work shall be done in accordance with the Authority's design manual, construction manual or standards identified in the notification. All CADD work shall meet the requirements used in the supplemental form entitled "Design guide for the development of CADD files". It is expected that the consultant's response will be received by the Authority within five business days of receipt of the notification by the Consultant.

Proposals shall be submitted as cost-plus fee based on reimbursement of direct professional and technical salaries, except Corporate Officers, Partners, Owners and routine secretarial and clerical services, times a multiplier, not to exceed 2.6 (2.2 for Construction Services), based on a 10% allowance for profit and an overhead rate of 136.4%, or the individual firm's overhead rate as determined by Federal Audit Regulation (FAR) procedures, whichever is less, plus out of pocket expenses, outside specialized services and direct expenses at cost. Direct salaries (times the multiplier) for typing, assembly and production of reports specifically requested by the Authority will be compensable. These are the only typing services compensable for this assignment. The multiplier shall not be applied to the premium portion of overtime. The multiplier covers all overhead and profit. No expenses or costs shall be billed unless specifically included in the Proposal.

Direct expenses shall include mileage, at the Authority's prevailing rate and the cost for photographs (film and developing). Specialized services are those required services performed by other firms at the Consultant's direction. Specialized services in excess of \$1,000 must be approved in advance by the Authority.

The consultant should anticipate meeting with Authority staff to discuss the scope and overall needs of each task. Upon arriving at a mutually agreeable scope, schedule, staff-hour estimate, personnel and cost, the Authority will notify the consultant in advance to proceed through the Work Request Authorization Form (WRAF) procedure. No work shall proceed until a WRAF is approved by the Authority's Director of Maintenance, Turnpike Division.

Submission and Evaluation Requirements

Consultants being considered for this assignment must submit five (5) copies of an EOI response containing the following information:

1. Letter of Interest not exceeding five (5) single-sided letter-sized (8-1/2" x 11") pages indicating the category the firm is submitting for and summarizing the firm's:
 - A) Experience on similar projects in the Profile Codes the firm is prequalified in
 - B) Experience of the Project Manager on these similar project
 - C) Key Personnel's Qualifications and Relevant Experience
 - D) Understanding of the project and the Authority's needs
 - E) Approach to the project
 - F) Firms Commitment and Ability to perform the proposed work and outstanding work with the Authority
 - G) Commitment to Quality Management
 - H) Attainment of SBE Participation Goals
2. An organizational chart not exceeding one (1) page showing key personnel proposed for the representative employee titles. Task leaders' names, position titles, and reporting relationships should also be presented.
3. One (1) page single-sided resumes for up to eight (8) key personnel including subconsultants stating relevant experience, including dates of assignments and professional qualifications.
4. Provide the average hourly rates for direct salaries for the following titles; Project Manager; Task Leaders; Resident Architect; Senior Architect; Staff Architect; Technician/ Inspector. Also identify the proposed multiplier for your firm (maximum 2.60 for Design and 2.20 for Construction Supervision) for this procurement. Direct expenses, including travel costs, and print services for report documents, will be reimbursed, and yearly salary escalation will be permitted.
5. Disclosure Form A – "Outstanding Work Form" for the prime Consultant and all subconsultants (available on the Authority's website under Business Center, Professional Services, Expression of Interest, Supplemental Forms).
6. U.S. Government Form 254 for the Consultant and all subconsultants

7. Affidavit of Eligibility/Disclosure of Material Litigation (available on the Authority's website under Business Center, Professional Services, Expression of Interest, Supplemental Forms, "Affirmative Action Employee Information Report – AA-302.")
8. Small Business Enterprise Subconsulting Program (see Attachments to Expression of Interest Solicitation).

Key personal proposed by the Consultant in their Expression of Interest shall be used in the performance of this assignment. The Consultant shall not include alternate staffing in their Expression of Interest. The Consultant shall not substitute the Project Manager, the Field Project Architect, and the Resident Architects or any key personal, including any subconsultant's key personnel, during the performance of this assignment without prior written notification to the Authority. Individuals which you propose in the Expression of Interest must be used in the performance of the project. Inspector substitutions may be permitted upon approval by the Authority. Approval for substitute personnel shall be granted at the Authority's sole discretion.

If the EOI submittal is incomplete, or the consultant does not meet any one of the provisions above, the EOI may be rejected at the sole discretion of the Authority. Expression of Interest are limited to a total of sixteen (16) single-sided letter size (8 ½ " x 11") pages, not including the Disclosure Form, Form 254, Affirmative Action Statement/Forms, Affidavit of Eligibility/Disclosure of Material Litigation Form and Registration Certificate. Anything in excess of this page limitation will not be read or considered.

Expression of Interests must be submitted no later than 4:00 p.m. on November 4, 2004. Consultants will be fully responsible for delivery of their EOI. Reliance upon the U.S. Mail or other carriers is at the Consultant's risk. Late EOIs (received after 4:00 p.m.) will not be considered. EOIS shall be delivered to:

New Jersey Turnpike Authority
Maintenance Department
Rt. 33 @ Interchange 8
Hightstown, New Jersey 08520
Attention: Anthony S. Nardone

Inquiries concerning the RFEOI are to be directed in writing to Anthony Nardone, Project Manager, Maintenance, New Jersey Turnpike Authority, Rt. 33 @ Interchange #8, Hightstown, New Jersey 08520. Inquiries by fax are acceptable. The Fax number is (609) 426-0389. Inquiries by E-Mail are acceptable. The E-Mail address is nardone@turnpike.state.nj.us. The Authority will respond to all written inquiries received by 4:00 p.m., October 20, 2004. Each inquiry will be stated and a written response provided. Responses will be posted on the Authority's website on October 26, 2004. Consultants will be responsible for submitting their EOIs in accordance with the RFEOI and any modifications, revisions and/or clarifications thereto as a result of the posted responses.

The EOIs will be ranked on the basis of numerical scores. For this project, the rating factors and weights are:

<u>Rating Factors</u>	<u>Weighting (%)</u>
1) Experience of the Firm on Similar Projects	15
2) Experience of the Project Manager on Similar Projects	15
3) Key Personnel's Qualifications and Relevant Experience	15
4) Understanding the Project and Authority's needs	15
5) Approach to the Project	15
6. Firms Commitment and Ability to perform the proposed work and outstanding work with the Authority	10
7) Commitment to Quality Management	10
8) Attainment of SBE Participation Goals	5

Following a review of submitted Expressions of Interest, the Authority will request Fee Proposals from the top three technically ranked firms it deems the most qualified based on the EOI evaluation. Fee proposals are to be submitted, in a format consistent with the Fee Schedule in the "Attachments to EOI Solicitation" (Appendix A) dated September 2004, within three (3) days after receipt of written, faxed or verbal request for Fee Proposal. All respondents will be notified at the completion of the process regarding their status. Upon review of the Technical Proposals, Oral Presentations may be requested with the highest ranking firms prior to the opening of the Fee Proposals.

As part of the Consultant's submission of an EOI, the Consultant shall disclose to the Authority all contractual relationships with any third parties which create an actual or perceived conflict of interest with regard to the Consultant's duty of professional loyalty to the Authority. If the Authority, in its sole discretion, determines that any such relationship will create an actual or perceived conflict of interest, and the Consultant is unable or unwilling to terminate that contractual relationship, then the Consultant will not be permitted to submit a Technical and Fee Proposal and will not be awarded this OPS. The Consultant's duty to disclose such contractual relationships to the Authority shall constitute a continuing obligation of the Consultant during the performance of services to the Authority.

If the Consultant is required to submit such a disclosure, it shall be provided in a separate section of the EOI and this section shall not count toward the above stated page limitation.

The Authority has promulgated a Code of Ethical Standards pursuant to the laws of the State of New Jersey, a copy of which is attached. By submitting an EOI, your firm will be subject to the intent and purpose of said Code and to the requirements of the Division on Ethical Standards of the State of New

All firms must have on file with the Authority a "Professional Service Prequalification Questionnaire" ("PSPQ") prior to the submission date.

Insurance coverages and an indemnification agreement which will be required by the successful Consultant are contained in the package entitled "INSURANCE AND INDEMNIFICATION," (available on the Authority's website under Business Center, Professional Services, Expression of Interest, Supplemental Forms).

Very truly yours,

Daniel P. McNamara, P.E.
Director of Maintenance

ASN

Attachments

cc: J. A. Cifelli
A.S. Nardone
File, w/att.

EOI/RFP SCHEDULE**EOI SCHEDULE****DATE**

Posting of EOI Solicitation	October 15, 2004
Closing Date for Submittal of Inquiries	October 20, 2004
Posting of Inquiry Responses to EOI	October 26, 2004
Closing Date for Submittal for Expression of Interest	November 4, 2004
Request Fee Proposal from Selected Firms	November 23, 2004
Anticipated Approval by Authority Commissioners	December 2004
Notice to Proceed	February 2005

ARCHITECTURAL SERVICES

ALAIMO GROUP
BUCHART-HORN, INC.
EDWARDS & KELCEY, INC.
EL TALLER COLABORATIVO, P.C.
GANNETT FLEMING, INC.
GREENMAN-PEDERSEN, INC.
HILLIER INTERNATIONAL, INC.
HNTB CORPORATION
JACOBS CIVIL INC.
LIRO-KASSNER, INC.
NETTA ARCHITECTS, L.L.C.
PAULUS SOKOLOWSKI & SARTOR, LLC.
ROBBIE CONLEY ARCHITECT
SOWINSKI SULLIVAN ARCHITECTS, PC
STV INCORPORATED
THE GIBSON TARQUINI GROUP, INC.
THE LOUIS BERGER GROUP, INC.
THE RBA GROUP
TOMAINO, TOMAINO, IAMELLO & ASSOCIATES P.A.
URBITRAN ASSOCIATES, INC.
WASHINGTON GROUP INTERNATIONAL, INC.
YEZZI ASSOCIATES, L.L.C.
ZORAB VOSGANIAN & ASSOCIATES

APPENDIX A

Order for Professional Services No. 2073 On-Call Architectural Services

Staffing Schedule

CLASSIFICATION	ESTIMATED HOURS	HOURLY RATE	MULTIPLIER	TOTAL
Managing Principal	16			
Project Manager	40			
Senior Architect	60			
Project Architect	120			
Survey Crew	80			
CADD Tech	40			
Tech. Sec.	40			
TOTAL ESTIMATE	396			

ATTACHMENTS
TO
EXPRESSION OF INTEREST SOLICITATION
FOR
ON-CALL ARCHITECTURAL SERVICES

ORDER FOR PROFESSIONAL SERVICES NO. 2073

September, 2004

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SECTION I

ADMINISTRATIVE AND CONTRACTUAL INFORMATION

Professional Corporation

Incorporated firms that have not filed a copy of a Certificate of Authorization, as required by NJSA 45:8-56, with the Authority must include a copy of the Certificate with the EOI.

Professional service corporations established pursuant to the "Professional Service Corporation Act," P.L. 1969, c. 232 (N.J.S.A. 14A:17-1 et seq.), are exempt from this requirement.

Signatures

Fee proposals must be signed by an officer authorized to make a binding commitment.

Incurring Costs

The NJTA shall not be liable for any costs incurred by any consultant in the preparation of its EOI for the services requested by this EOI solicitation.

Addendum to EOI Solicitations

If at any time prior to receiving EOI's it becomes necessary to revise any part of this EOI solicitation, or if additional information is necessary to enable the proposer to make an adequate interpretation of the provisions of this EOI solicitation, an addendum to the EOI solicitation will be provided to each consultant.

Acceptance of EOI's

The NJTA may award an Order for Professional Services (OPS) for these services to a proposer that the NJTA determines best satisfies the needs of the NJTA. The EOI does not in any manner or form commit the NJTA to award any OPS. The contents of the EOI's may become a contractual obligation, if, in fact, the proposals are accepted and an OPS is entered into with the NJTA. Failure of a proposer to adhere and/or honor any or all of the obligations of the EOI's may result in cancellation of any award of OPS by the NJTA.

Rejection of EOI's

The NJTA shall not be obligated at any time to award any OPS to any consultant.

Any OPS entered into with a selected consultant shall be a contract that shall be satisfactory to the NJTA in accordance with the laws of the State of New Jersey. It is understood that any OPS that may be awarded will be on the basis of a professional contract for services within the intent of the statutes and laws of the State of New Jersey, specifically N.J.S.A. 27:23-6.1.

Proposers are advised that the following language is included in the OPS regarding professional standard of care:

The Authority's Director of Maintenance, Turnpike Division may disapprove at any time any item of service by the Consultant if such item is not in accordance with the requirements of this Order for Professional Services or the standard of care of the Consultant as set forth in this Section. The Consultant represents and warrants that it shall exercise that degree of care and skill ordinarily exercised under similar circumstances by members of its profession performing the kind of services hereunder and practicing in the same or similar locality at the same time. In the event of nonfulfillment of the foregoing warranty, the Consultant shall promptly re-perform at the written request of the Authority made at any time within a one (1) year period after the Authority's acceptance (by use) of the services, such corrective services (within the original scope of the Consultant's services) as may be necessary to conform to the foregoing warranty; provided further, however, that the Authority's Director of Maintenance, Turnpike Division shall have the right throughout the course of the entire project to review the Consultant's work and request changes and corrections so that the services of the Consultant conform to the requirements of this Order for Professional Services and standard of care. All costs incurred by the Consultant in performing such correction services shall be borne by the Consultant.

Dissemination of Information

Information included in this document or in any way associated with this project is intended for use only by the consultant and the NJTA and is to remain the property of the NJTA. Under no circumstances shall any of said information be published, copied or used, except in replying to this EOI solicitation.

News Releases

No news releases pertaining to this project to which it relates shall be made without NJTA approval, and then only in coordination with the issuing office and the NJTA Media Relations Coordinator.

Public Records

Any proposal received from a proposer under this EOI solicitation constitutes a public document that will be made available to the public upon request. A proposer may request the Director of Law to deem certain sections of its EOI containing personal, financial or proprietary information non-disclosable, as permitted by N.J.A.C. 19:9-4.2(a)4, which determination shall be in the sole discretion of the Director of Law.

SECTION II

COMPENSATION BASIS

The Fee Proposal shall be submitted as a cost-plus fee, based on reimbursement of direct professional and technical salaries, except Corporate Officers, Partners, Owners and routine secretarial and clerical services, times a multiplier, not to exceed 2.60 (2.2 for Construction Services), based on a 10% allowance for profit and an overhead rate of 136.4% or, the individual firm's overhead rate as determined by Federal Audit Regulation (FAR) procedures, whichever is less, plus direct expenses and subconsultant services at cost. The multiplier shall not be applied to the premium portion of overtime. The multiplier covers all overhead and profit. No expenses or costs shall be billed unless specifically included in this RFEOL.

Salaries shall be charged at the Consultant's standard or overtime hourly rates. Individual standard and overtime rates must be approved by the Authority prior to commencement of work or whenever the Consultant proposes that an individual's rate be changed during the term of this OPS. The Consultant is responsible for managing each assignment, adhering to the number of hours and average salary rates, as presented in each Work Order Request Form. Overtime must be approved by the Authority.

If cost of living, or merit increases are anticipated during the life of the assignment, the rates shall be increased accordingly with a statement as to the percent increase included. If such a statement is not provided, wage rate increases for cost of living or merit will not be approved.

Direct expenses shall include only mileage, tolls, photographic film, film processing, vendor invoiced printing of phase review documents, meeting displays/exhibits as directed by the Authority, test pits, and the costs associated with the preparation, contracting for and administration of the boring contract, soil analysis and testing. Mileage will be paid at the prevailing rate. Only mileage and tolls between the project office and the job site and the Turnpike Administration Building are reimbursable. The Consultant shall provide the estimated direct cost for these services in the Fee Proposal.

Specialized services are those required services performed by other firms at the Consultant's direction. These services in excess of \$1,000 must be approved in advance by the Authority.

SECTION III**AFFIRMATIVE ACTION**

The Consultant must certify that it does not discriminate in the hiring or promotion of any minorities, as designated by the Equal Employment Opportunity Commission of the United States of America, or the Department of Civil Rights of the State of New Jersey; and that it does not discriminate against any person or persons on the basis of race, creed, age, color, sex, national origin or handicap.

In addition, the consultant must state in the EOI that it agrees to fulfill all requirements and goals. The appropriate form must be completed and submitted to the NJTA by the selected consultant immediately after being notified of award of the OPS.

Exhibit AA1 - Mandatory Language for Professional Service Contracts.

Exhibit AA2 - AA-302 Form.

However, if a firm maintains a current Letter of Federal Approval, or a current Certificate of Employee Information Report Approval as issued by the Department of the Treasury, State of New Jersey, it may be submitted in place of the AA-302 Form.

EXHIBIT AA1

P.L. 1975, c. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the Contractor agrees as follows:

- A. The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation the Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause;
- B. The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color national origin, ancestry, marital status, affectional or sexual orientation or sex;
- C. The Contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.
- E. Bidders are required to comply with the requirements of P.L. 1975, c.127 (N.J.S.A. 10:5-31 et seq.) and all other applicable statutes, laws or regulations concerning discrimination in employment of workers on public works projects.
- F. The Contractor and its subcontractors shall furnish such reports or other documents to the affirmative action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the affirmative action office for conducting a compliance investigation pursuant to N.J.A.C. 17:27.

- G. The parties to this contract do hereby agree that the provisions of N.J.S.A. 10:2-1 through 10:2-4, dealing with discrimination in employment on public contracts, and the rules and regulations promulgated pursuant thereunto, are hereby made a part of this contract and are binding upon them. During the performance of this Order for Professional Services, the Consultant agrees as follows:

SECTION IV

AFFIDAVIT OF ELIGIBILITY/DISCLOSURE OF MATERIAL LITIGATION

The Consultant must submit an Affidavit of Eligibility/Disclosure of Material Litigation on the form available on the Authority's website under Professional Services, Expression of Interest, Supplemental Forms.

SECTION V

CODE OF ETHICAL STANDARDS

By submitting an EOI, your firm will be subject to the intent and purpose of said Code and to the requirements of the Division of Ethical Standards of the State of New Jersey. The Code of Ethical Standards is available on the Authority's website under Business Center, Professional Services, Expressions of Interest, Supplemental Forms, "NJTA Code of Ethical Standards."

SECTION VI**INSURANCE AND INDEMNIFICATION**

Insurance coverages and an indemnification agreement, which will be required by the successful Consultant, are listed on the Authority's website under Business Center, Professional Services, Expressions of Interest, Supplemental Forms, "Routine Order For Professional Services Agreement."

SECTION VII

DISCLOSURE FORM – OUTSTANDING WORK

The Consultant must submit the Disclosure Form titled “Outstanding Work Form” on the form available on the Authority’s website under Professional Services, Expression of Interest, Supplemental Forms.

SECTION VIII**SBE SET ASIDE****NEW JERSEY TURNPIKE AUTHORITY
SMALL BUSINESS ENTERPRISE SET - ASIDE PROGRAM**

It is the policy of the New Jersey Turnpike Authority (the “Authority”) that Small Business Enterprises (“SBE”) as determined and defined by the New Jersey Commerce and Economic Growth Commission (“Commerce Commission”) and the Department of the Treasury (“Treasury”) in N.J.A.C. 12A:10A-1 et seq. have the opportunity to compete for and participate in the performance of consultant services. The Authority is seeking participation of these SBE's for the issuance of certain Orders for Professional Services (OPS).

Accordingly, for this procurement, Expressions of Interest (EOI) will only be accepted from prequalified Consultants who are registered with the Commerce Commission as a SBE. The Consultant shall submit proof of its SBE registration as part of the EOI at the time EOI's are due. EOI's received from firms not registered with the Commerce Commission at the time EOI's are due will not be reviewed.

